Welcome to…

Contractor Cost Report (CCR) Administration

Welcome and Introductions

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Course Prerequisites

✓Change Discussions

✓RWD SAP 4.6C

Course Objectives

- At the end of this course, individuals should be able to use SAP to:

  - Establish CCR Crosswalk

  - Input CCR Data in Cost Entry

  - Generate cost transactions

  - Process Reports from the CCR Extension

Benefits of Contractor Cost Report (CCR) Administration

- CCR Extension provides automation to:

  - Link the reported cost to the appropriate FCS's (Financial Classification Structure) through the CCR/FCS Crosswalk

  - Record contractor cost reports in the CCR Cost Entry Sheet

  - Generate required cost transactions through the CCR Worksheet

  - Automated CCR Analysis Reports

Course Schedule

Agenda Item	Time (hr)
1. Introduction	0:10
2. Background	0:15
3. Topic 1: CCR Crosswalk	1:20
4. Topic 2: CCR Cost Data Entry	0:30
5. Topic 3: Generate Accruals and Analyze Workforce	1:00
6. Topic 4: Process Reports in CCR Extension	0:30
7. Course Summary	0:15
Total Course Time	**4:00 hrs**

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Course Structure

- **Process Flows**
  - **Overview of key business processes and related SAP concepts**
- **Demonstrations**
  - **Trainer-led examples of key SAP transactions**
- **Exercises**
  - **Real-life business tasks using Core Financial business procedures**
- **Training Course Feedback**
  - **Assessment of course effectiveness using the on-line training course feedback form**

Course Tool: On-Line Quick Reference

- **Purpose of the On-Line Quick Reference (OLQR) tool:**

    - **Provide procedures, job aids, and Help content via the Intranet**

    - **Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)**

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Prepare Your Workspace

- **Take a few minutes to prepare your training workspace:**

    – **Review the reference materials; become familiar with the content**

    – **Logon to SAP R/3**

Background Knowledge

Background Knowledge

- **Key definitions:**

  - **Contractor Cost Report (CCR): The CCR may be a NF533 report, or other contractual cost document that the contractor is required to submit.**

  - **Reporting Category: Specific contractual reporting requirements that identify the way work is to be performed and are considered necessary to meet NASA financial management information requirements.**

  - **Allocation Method: The CCR utilizes a prorated algorithm to allocate cost to FCS within reporting categories.**

  - **Status: Reporting Categories may be active or inactive.**

  - **Financial Classification Structure (FCS): In SAP, the FCS represents the account assignments for various elements.**

  - **Fund Limit: Identifies the FCS obligation amount to a particular reporting category if the FCS is funding more than one reporting category.**

Background Knowledge

- **Key definitions:**

  - **Contract Work Breakdown Structure (WBS): Contract structure established to provide the framework of the contractual reporting requirements that are sub-divided into definable increments or manageable components for managing the work to be performed.**

  - **Project Work Breakdown Structure (WBS): Project structure built in a multi-level hierarchy outline and adheres to the AWCS (Agency-wide Coding Structure) reporting structure and/or lower.**

  - **Workyear Equivalent (WYE): Represents the productive hours an average contractor's employee is available to work, not including holidays and paid leave.**

Background Knowledge

Differences between the previous system and SAP/BW:

Old system:

- **No consistent method of collecting cost**

- **Stand alone systems to track cost for project management**

- **Manual processing**

SAP/BW system:

- **Electronic receipt of cost data**

- **Automated link between NF533 and FCS for generating cost transactions**

- **Automated reporting and tracking of timeliness and accruals**

Topic 1

CCR Crosswalk

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Topic 1: Overview

- **CCR Crosswalk**
  - **Establishing reporting categories based upon the contract work breakdown structure**
  - **Creating relationships between reporting categories and the appropriate FCS elements**
    - **FCS elements are: project WBS, network/activity, cost center, internal order, fund, cost element**
    - **Reporting categories can be funded by multiple FCS's**
    - **FCS's can be assigned to more than one reporting category**
  - **Identifying the status of a reporting category as active or inactive**

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Topic 1: Objectives

- **Upon completion of this topic individuals should be able to accomplish the following:**

  - **Create CCR/FCS Crosswalk Table**

  - **Maintain CCR/FCS Crosswalk Table**
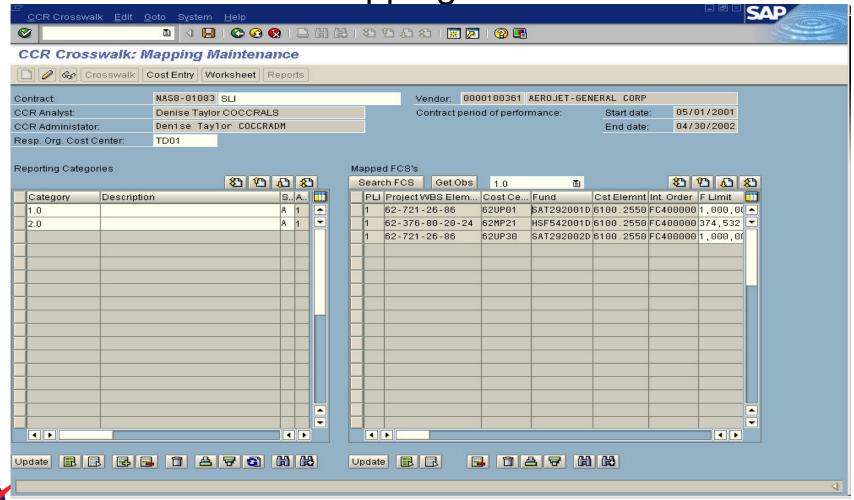
Topic 1: Process Flow

Periodic Processing

Topic 1: Screenshot

CCR Crosswalk: Mapping Maintenance

Demonstrations and Exercises Introduction

Demonstrations and Exercises

- **Create CCR/FCS Crosswalk Table**

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Topic 1: Debrief

- **Reporting categories should be established at the level required to post cost by FCS**

- **FCS's can be mapped to more than one reporting category**

- **Obligations can be recorded at a higher level and then assigned at a lower level to the reporting category by utilizing the Fund Limit field**

- **Modification to the CCR/FCS Crosswalk can be made at anytime during the monthly process**

Topic 2

CCR Cost Entry

Topic 2: Overview

- **CCR Cost Entry**

    - **Record the receipt of the CCR cost by reporting category**

    - **Enter CCR manually or upload electronically**

    - **Use control totals to display errors in column input**

    - **Calculate ITD based on monthly input (monthly CCR report), and calculate monthly cost based upon ITD cost (quarterly CCR report)**

    - **Utilize Units of Measure (UOM) to translate the NF 533 cost amounts to whole dollars, or to convert labor hours to WYE's**

    - **Calculation of WYE's from labor cost is also provided when necessary**

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Topic 2: Objectives

- **Upon completion of this topic, individuals should be able to accomplish the following:**

  - **Enter CCR Data**

  - **Validate Contract Report Detail**

  - **Record Adjustments to Current Month Estimates and Provide Explanation**

Topic 2: Process Flow
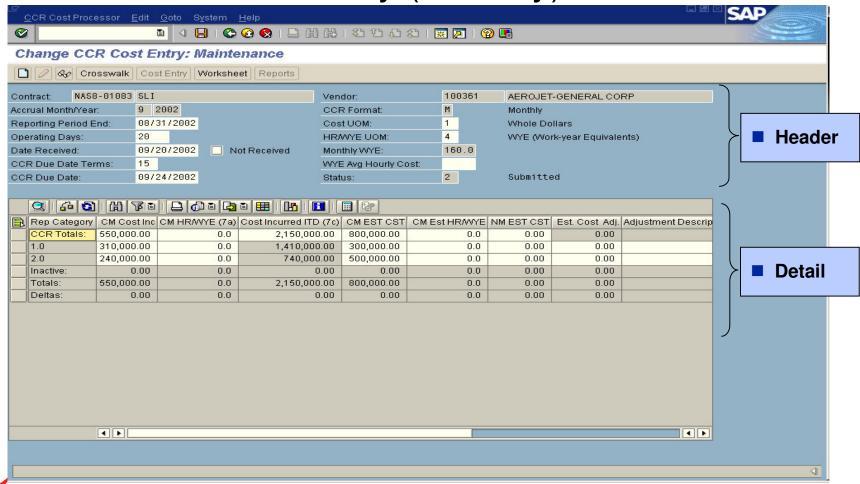
Process Contractor Cost Reports (NF533)

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Topic 2: Screenshot

Create CCR Cost Entry (Monthly)

Topic 2: Screenshot

Create CCR Cost Entry (Quarterly)

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04/01/03

Topic 2: Screenshot

Create CCR Cost Entry (Monthly) Status

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Demonstrations and Exercises Introduction

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Demonstrations and Exercises

- **Receive CCR Data and Input and/or Validate Contract Report Detail**

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Topic 2: Debrief

- **Provides Manual or Electronic NF 533 processing**

- **Allows access to the CCR Crosswalk to add new reporting categories when necessary**

- **Provides Exception Report for electronic uploads if reporting categories are missing**

- **Calculates totals and identifies input errors**

- **Allows input of adjustments and explanations online**

- **Tracks timeliness and adjustment explanations**

Topic 3

Generate Accruals and Analyze Worksheet

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Topic 3: Overview

- **Generate Accruals and Analyze Worksheet**
  - Upon submission of CCR Cost Entry, the CCR Accrual Worksheet is produced and displayed online
  - Worksheet displays cost transactions generated from applying the cost reported on the CCR Cost Entry to the appropriate FCS's identified in the CCR Crosswalk
  - Worksheet available for Cost or WYE's by reporting category or FCS
  - Updates to reconcile CCR to SAP if cost entries are made outside of the CCR Extension
  - Visibility of cost in excess of obligations and downward adjustments transactions not processed in the Service Entry Screen
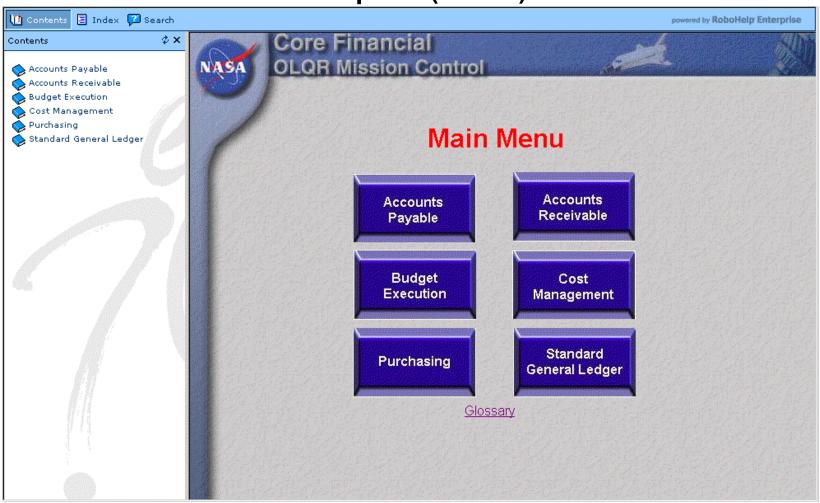 - Online entry of adjustments of cost by FCS within reporting category

Topic 3: Objectives

- **Upon completion of this topic, individuals should be able to accomplish the following:**

  - **Generate Contract Cost Accrual Worksheet and Calculate Contractor Workforce**

  - **Verify Results of Prior Month Adjustments, Cost Over Obligations, Downward Adjustments, Monthly Accruals, and Workforce Calculations**

  - **Record Adjustment within the Contract Cost Accrual Worksheet**

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Topic 3: Process Flow

Process Contractor Cost Reports (NF533)

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04/01/03

Topic 3: Screenshot

Create CCR Accrual Worksheet by Reporting Category
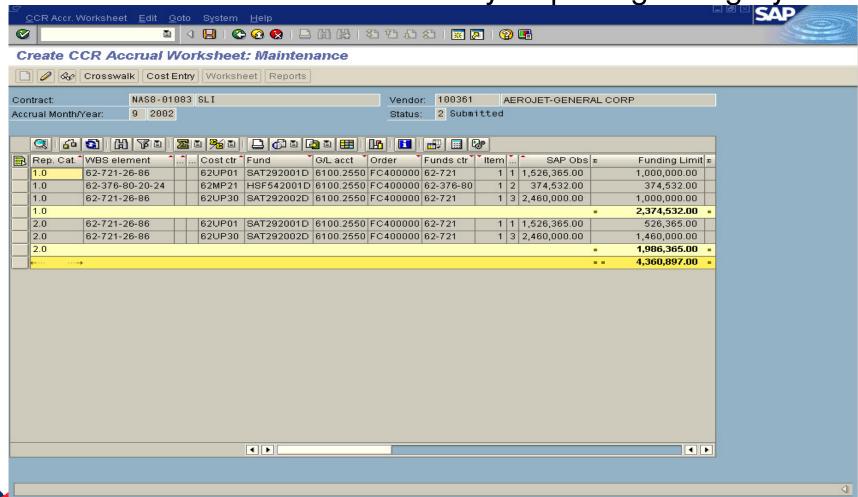
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Topic 3: Screenshot

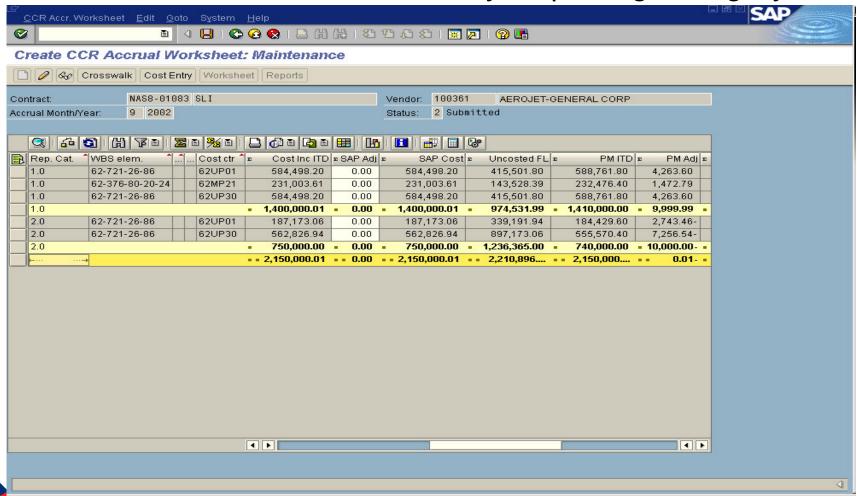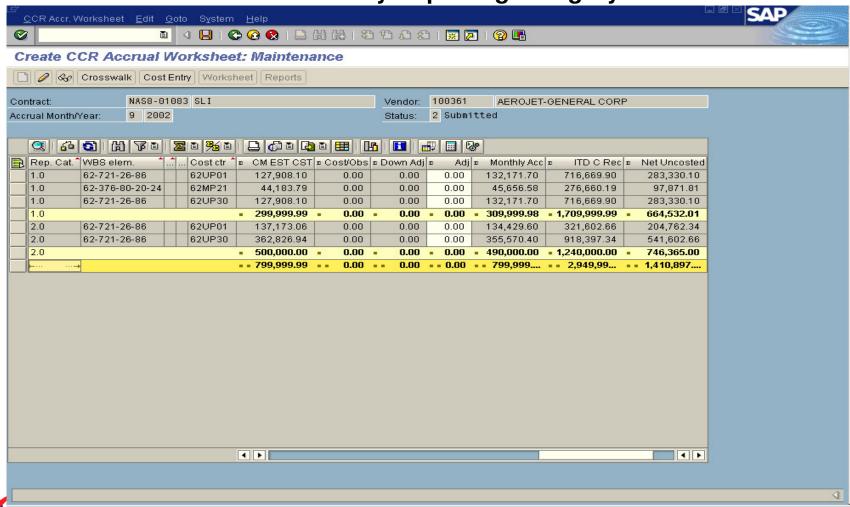## Create CCR Accrual Worksheet by Reporting Category

Topic 3: Screenshot

Create CCR Accrual Worksheet by Reporting Category

Demonstrations and Exercises Introduction

Demonstrations and Exercises

- **Generate Contract Cost Accrual Worksheet & Calculate Contractor Workforce and Verify Results of Prior Month Adjustments, Accruals, and Workforce Calculations**

Topic 3: Debrief

- **Generate accruals and analyze worksheet**
  - **Verify CCR cost data crosswalked appropriately to the correct FCS's**
  - **Confirm entries in the Cost Over Obligations column**
  - **Analyze downward adjustment transactions**
  - **Use the Adjustments column to adjust costs**
  - **Accept and submit Cost Accrual Worksheet**
- **Worksheet selection**
  - **View Cost Accrual Worksheet or WYE Accrual Worksheet by**
    - **FCS or Reporting Category**

Topic 4

Process Reports in CCR Extension

Topic 4: Overview

- **Cost Reports available in the CCR Extension**

  – **Report 1 – Analysis of Accrued Cost**

  – **Report 2 – CCR Timeliness Report**

  – **Report 3 – CCR Analyst Adjustment Explanation Report**

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Topic 4: Objectives

- **Upon completion of the Process Reports in the CCR Extension topic, individuals should be able to process CCR Reports concerning the following:**

  - **Variance of plans to actuals**

  - **Timeliness of contractor reporting**

  - **Tracking of adjustments**

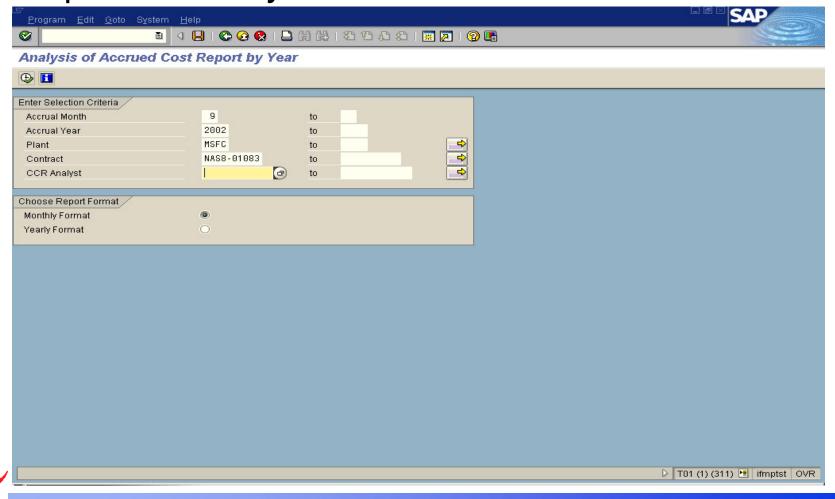# Topic 4: CCR Report 1

- **Report 1 – Analysis of Accrued Cost (SAP R/3)**

    - **Verify estimated cost, accrual recorded, and actual cost incurred for the month and Inception to Date**

    - **Determine and explain variances exceeding 5% for in any month**
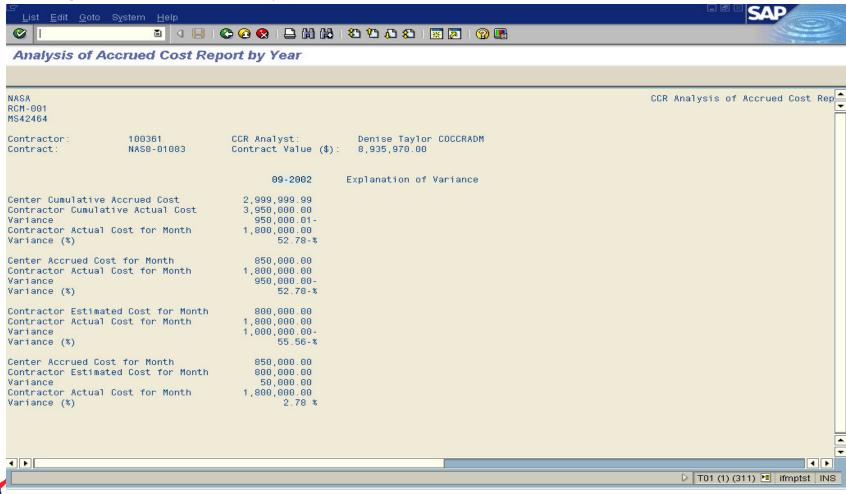
- **FMM mandated report**

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Topic 4: Report 1 Screenshot

Report 1: Analysis of Accrued Cost

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Topic 4: Report 1 Screenshot

Report 1: Analysis of Accrued Cost
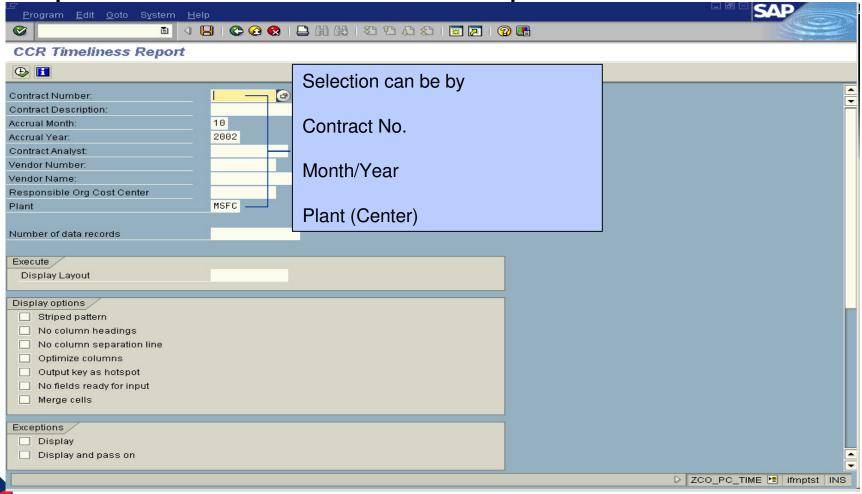
Topic 4: CCR Report 2

- **Report 2 – CCR Timeliness Report**

  - **Records Due Date of the CCR each Month**

  - **Automatically calculates based upon due date and date received if the CCR is received on time or late**

  - **Allows for tracking of "not received" CCR's as well**
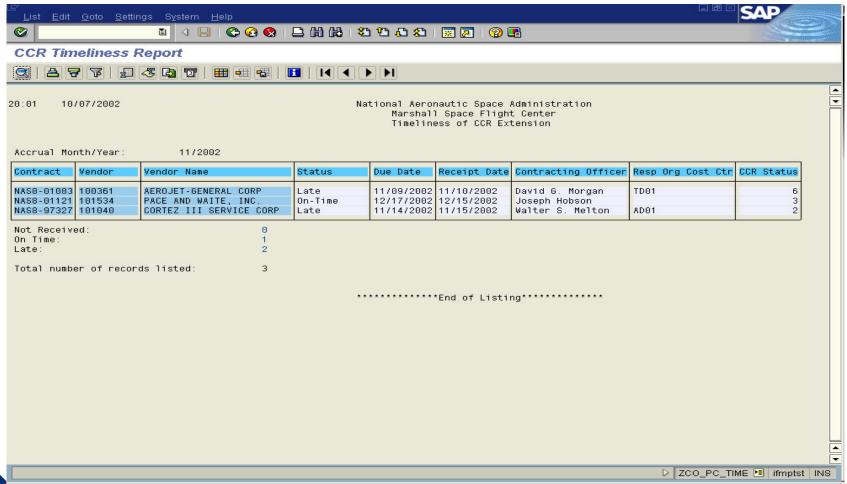
Topic 4: Report 2 Screenshot

Report 2: CCR Timeliness Report

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Topic 4: Report 2 Screenshot

Report 2: CCR Timeliness Report

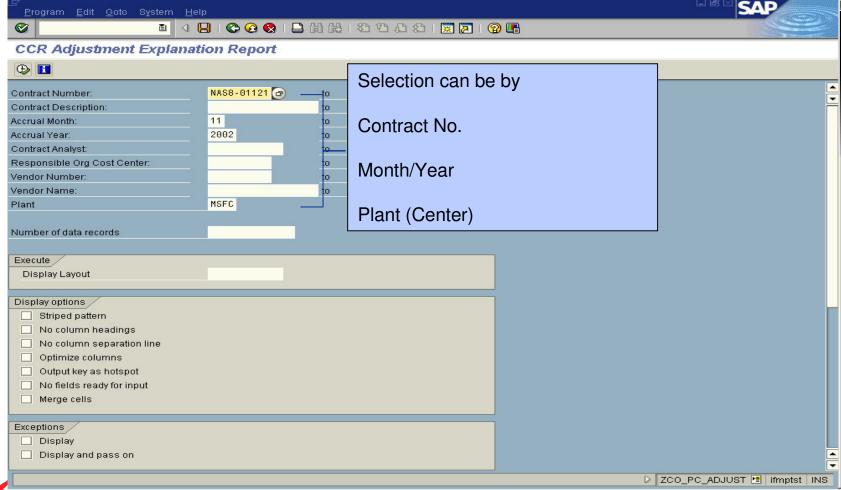# Topic 4: CCR Report 3

- **Report 3 – CCR Analyst Adjustment Explanation Report**

  - **Reports all adjustments requested by analysts on the CCR Cost Entry Screen**

Topic 4: Report 3 Screenshot

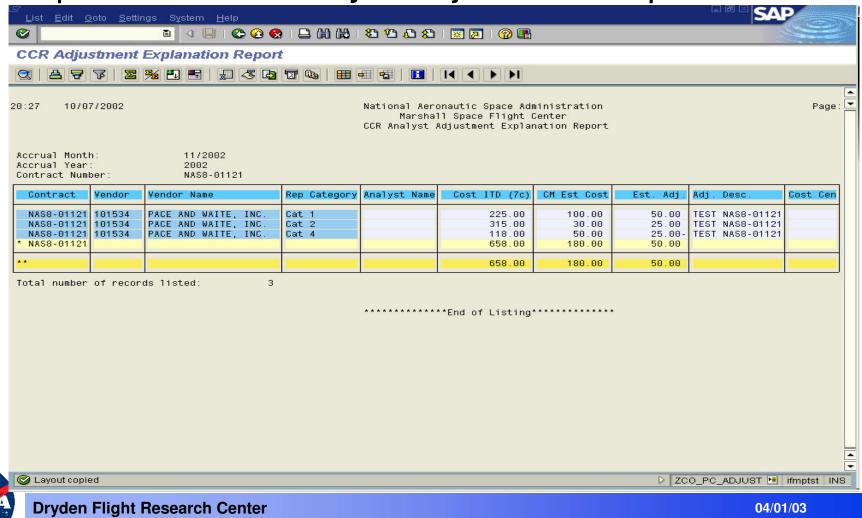## Report 3: CCR Analyst Adjustment Explanation

Topic 4: Report 3 Screenshot

Report 3: CCR Analyst Adjustment Explanation

Topic 4: Debrief

- **Users should be able to Process Cost Reports in the CCR Extension or BW concerning the following:**
  - **Variance of plans to actuals**

  - **Timeliness of contractor reporting**

  - **Tracking of adjustments**

  - **Analysis of Cost In Excess of Obligation and Downward Adjustments**

Topic 5
GENRPT 15- Cost Over
Obligations/Downward Adjustment Report

Topic 5: Overview

- **GENRPT15 Cost Over Obligations/Downward Adjustments (BW)**

- **Applicable to:**

  - **Contractor Cost Report Extension (NF 533)**

  - **Straight-Line Extension**

- **Cost Over Obligations and Downward Adjustments**

  - **Not Posted to SAP**

  - **Not Absorbed by Current Month Activity or Posted to SAP**

Topic 5: Overview

- Cost Over Obligations/Downward Adjustments

    - Provides information on:

        —Cost Over Obligations - Not Posted to SAP

            – Contract Cost Report Extension (NF 533)

            – Straight-Line Extension

        —Downward Adjustments Not Absorbed by Current Month Activity or Posted to SAP
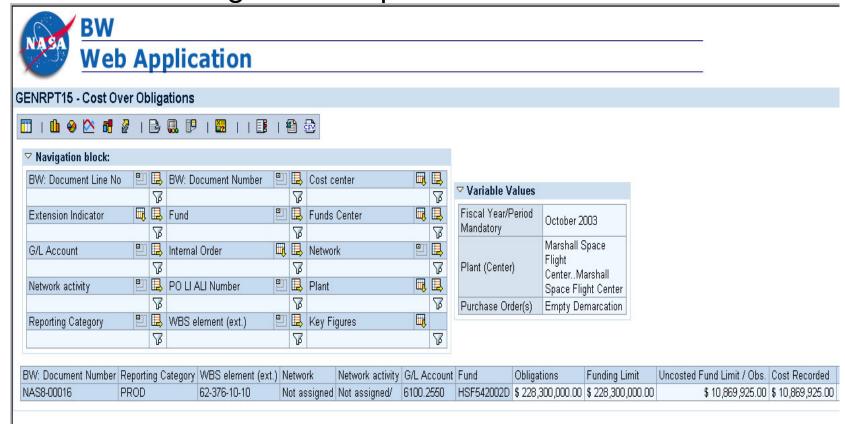
Topic 5: Objectives

- Upon completion of the Cost Over Obligations/Downward Adjustment Report topic, individuals should be able to accomplish the following:

  - Use this report to analyze Cost Over Obligations/Downward Adjustments recorded in the CCR and Straight-Line Extensions

Topic 5: Screenshot
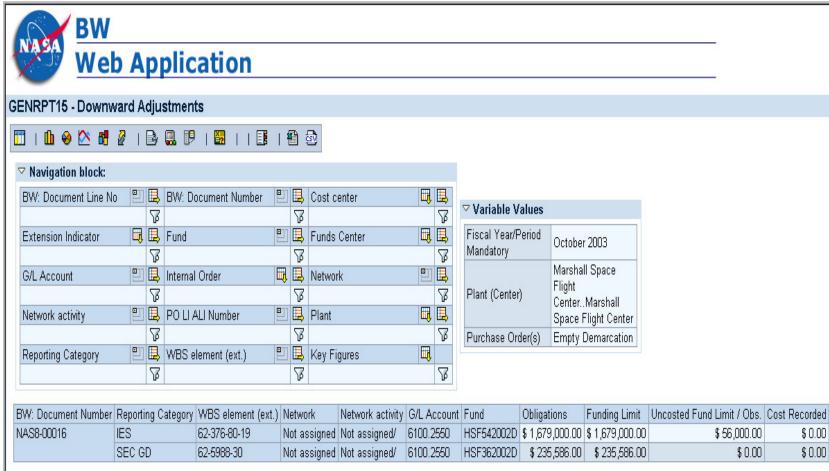
Cost Over Obligations Report

Topic 5: Screenshot

Downward Adjustment Report

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Topic 5: Debrief

- Individuals should be able to accomplish the following:

  - Use the Cost Over Obligations/Downward Adjustment report to provide information on:

    —Cost Over Obligations/Downward Adjustments Recorded in the CCR and Straight-Line Extensions

End of Course Review

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Review Objectives & Expectations

- **Everyone here should now be able to:**

  - **Create and Maintain a CCR/FCS Crosswalk Table**

  - **Input and/or Validate the Contract Report Detail**

  - **Generate the Contract Cost Accrual Worksheet and Calculate the Contractor Workforce**

  - **Verify the Results of Prior Month Adjustments, Accruals, and Workforce Calculations**

  - **Record Adjustments within the Contract Cost Accrual Worksheet**

  - **Process Reports in the CCR Extension**

Available Resources

- SAP Practice Training Instance

- OLQR

- Super-users within each department

- Job Aids

Extra Practice - SAP Training Instance

- Use data from course training guide to practice transactions

> The training database provides a "safe" environment to develop and practice skills without affecting production.

Congratulations!

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Training Course Feedback

- The on-line training course feedback will:
  - Assess the effectiveness of the instruction and training materials for the course

- To access the feedback form:
  - Launch your Web Browser

  - Enter the following URL address:
    http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7

  - Complete and submit feedback by following the directions within the on-line form